

## Job Description



### Assistant Headteacher with responsibility for Key Stage Two

<b>Post:</b>	Assistant Headteacher with responsibility for KS2 and Behaviour
<b>Scale:</b>	Leadership 1 – 5
<b>Responsible to:</b>	Headteacher
<b>Job Purpose</b>  In addition to carrying out the duties of a teacher as set out in the current School Teachers' Pay and Conditions Document: Conditions of employment of Teachers other than Headteachers, the Assistant Headteacher will provide the vision, direction and leadership of Key Stage Two, with overall responsibility for the teaching, learning and pastoral care of all pupils in Years 3 to 6. As behaviour lead, they will have strategic oversight of policies and procedures relating to ensuring good behaviour for learning.	
<b>Main Objectives</b> <ul style="list-style-type: none"><li>• Teach to the highest standards and be an example of best practice for other staff at all times.</li><li>• To be responsible and accountable for securing the highest standards of pupil achievement KS2, through effective monitoring, evaluation and review of learning progress and teaching outcomes: creating plans and setting targets for improvement.</li><li>• To improve outcomes which narrow the gaps between those children most vulnerable to poor outcomes and others.</li><li>• Take responsibility for promoting and safeguarding the welfare of children within the school.</li><li>• Develop an effective whole school Attitudes/Behaviour for Learning and Safety culture, ensuring rigorous monitoring of whole school behaviour standards.</li><li>• Lead professional development and support opportunities to ensure the highest standards of behaviour management among staff.</li><li>• To be an effective role model for staff in all aspects, including teamwork, positive relationships with children and parents in order to improve outcomes for children.</li><li>• To provide line management and supervision to staff as appropriate, supporting them to carry out their professional responsibilities and monitor the performance and training of all staff.</li><li>• To contribute to whole school improvement as an active member of the school's Senior Leadership Team, taking responsibility for aspects beyond KS2.</li></ul>	
<b>Main Duties and Responsibilities</b> <ul style="list-style-type: none"><li>• In conjunction with SLT ensure that the implementation of an effective planning, observation and assessment system allows for precise tracking of children's progress and identification of priorities including for children most vulnerable to low outcomes and those with SEND in order to support rigour and continuity.</li><li>• To analyse key sources of data, in order to strengthen practice and re-direct resources against the identification of key priorities.</li><li>• To produce a range of reports for a range of audiences.</li><li>• To contribute to developing and implementing of policy and good practice for pastoral and behavioural support which reflects the school's commitment to high achieving and effective teaching and learning.</li><li>• Lead on developing and maintaining appropriate positive behaviour strategies for children that support their diverse needs both in and outside the classroom.</li><li>• To support teachers in establishing and maintaining a purposeful working atmosphere and setting high expectations for pupils' behaviour.</li><li>• Lead and support staff in developing and maintaining a partnership with parents that values parents' contributions and includes them in their child's education. This includes ensuring there is support for the home learning environment and continuity for the child and parents at points of transition into, within and out of the setting.</li></ul>	

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- Where appropriate hold meetings with parents and carers to address a range of issues that may present themselves
- In partnership with members of SLT, monitor and evaluate the effectiveness of KS2 for teaching and learning and implement quality improvement strategies which impact on and improve outcomes for children.
- With SLT, draw up and monitor a relevant development plan / SEF and take a lead on developing and managing specific areas for development
- Where appropriate, lead in-service training and advice on individual CPD opportunities for other members of staff.
- Uphold and demonstrate in practice the principles of inclusion and equal opportunities in all aspects of the role.
- Undertake regular Child Protection training at a level commensurate with the role.
- Maintain an up-to-date knowledge of national and local initiatives which may affect the school's policy and practice.
- Undertake other minor and/or non-recurring duties appropriate to this post as directed by the Headteacher.

#### Additional Responsibilities

- To use and assist others in the use of information technology systems to carry out duties in the most efficient and effective manner.
- To undertake training and constructively take part in meetings, supervision, seminars and other events designed to improve communication and assist with the effective development of the post and post holder.
- To provide appropriate cover in rooms for PPA, non-contact and staff absences as appropriate.
- To carry out duties and responsibilities in accordance with the Health and Safety Policy and relevant Health and Safety legislation.
- At all times to carry out responsibilities/duties within the school's inclusion and equalities policies.
- All members of the Leadership Team will have generic responsibilities, including active participation in the daily management of the school, e.g. maintaining a presence around the school throughout the day.

#### Confidentiality

The nature of the job requires a high degree of initiative, confidentiality, sensitivity and discretion when giving or receiving information, which could be confidential.

**Date of job description:** March 2024

This Job description will be reviewed annually with the Headteacher and post-holder.